SFCG GUIDELINES FOR THE HOSTING AGENCY

0   Foreword

These guidelines have been compiled on the basis of the experience with the organisation of the past SFCG meetings. It is meant to be used as checklist for the hosting agency. It should reduce the risk of "last minute problems". If the hosting agency identifies problems with one or more of these guidelines, they should contact the SFCG Executive Secretary to jointly work out possible solutions.

1   Venue

1.1   The Host should identify the venue for the meeting and provide the relevant information with sufficient advance, to allow the Executive Secretary to inform the SFCG Delegates at least six months before the date of the meeting. The meeting dates should also be confirmed at the same time.

1.2   The venue should be accessible to all Member Agencies (reasonably close to an international airport).

1.3   The Host should provide the Executive Secretary with all the relevant travel information (indications on how to reach the venue, visa requirements, health precaution, typical weather description and any other specific information deemed useful for the delegates).

1.4   The Host should identify a hotel for the delegates. The Host should negotiate with the hotel management the availability of a sufficient number of rooms (provisional block booking) at a suitable price and of a suitable quality.

1.5   It is up to the hosting agency whether the meeting takes place at the venue hotel or at another convenient location nearby (conference center or hosting Agency premises). In case the meeting does not take place at the hotel, the Host should possibly organize transportation for the delegates. The Agency premises should be avoided in case the security measures in force there would limit too much the flexibility in the organization and management of the meeting.

2   Meeting rooms requirements

Note: Typical SFCG schedule: one day for the opening plenary, up to 4 days for the SWG meetings and up to 3 days (typically 2) for the final plenary (weekend days are not counted). Typically the meeting starts on a Tuesday and ends on the Thursday of the following week.

2.1   Large room for plenary sessions, typically seating 50-60 people in rectangular formation.
2.2   Sufficient number of microphones.
2.3   Possibility of multiple connections to the electrical power for laptops.

2.4   2 additional medium-sized rooms (approx. 25 people) in rectangular or square formation for Special Working Groups and IWGs. (Plenary room can be kept as the 3rd room; if not, a 3rd room is necessary).
2.5   Projection equipment at least in the plenary room.
2.6   Pigeonholes in sufficient number for the documents distribution to all delegates or at least, in alternative, a large table for the same purpose.

3   Secretariat requirements

3.1   Large room for meeting secretariat (approx. 25m²)
3.2   2 PCs, preferably set up in network, with the following characteristics[1]:
- CPU 1 GHz (+) or equivalent
- 128 MB (+) or RAM
- 17" monitor
- CD R/W/RW drive
- 3 ½" floppy drive
- Accessible USB port for memory sticks
- Microsoft Windows 2000 or XP in English.
- Microsoft Office (professional preferred) 2000 (Word, PowerPoint, Excel) in English.
- Suitable anti-virus software
- Internet connection with firewall (preferably wideband ADSL or cable) and dedicated e-mail address for the secretariat
3.3   2 printers (or 1 if the 2 PCs are set up in a network)
3.4   Telephone with international line
3.5   Fax
3.6   Reliable 50 page per minute photocopier with feeder, sorter, stapler and duplex capability
3.7   Large table for laying out documents, etc.
3.8   Stationary supplies
3.9   Secretarial support (1 person). Good English and secretarial skills required.
3.10   List of airline telephone numbers for travel arrangement modifications/ confirmations

4   Delegates' office requirements

4.1   Room with 2 or 3 work posts
4.2   2 or 3 PCs with the following characteristics[1]
- CPU 1 GHz (+) or equivalent
- 128 MB (+) or RAM
- 17" monitor
- CD R drive
- 3 ½" floppy drive
- Microsoft Windows 2000 or XP in English.

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[1] The PC requirements have been defined in 2003 and may change over time with technological advancements.

- Microsoft Office (professional preferred) 2000 (Word, PowerPoint, Excel) in English.
- Suitable anti-virus SW
- Internet connection with firewall.

4.3   1 (or more) local printers

4.4   Small photocopier

4.5   Possibly some additional internet connections for delegates laptops

5   Typical services

5.1   Morning and afternoon coffee breaks

5.2   Drinking water in meeting rooms

5.3   Convenient lunch arrangements identified at reasonable price and compatible with the 1 and a half hours lunch interval.

6   Typical events organised by the Hosting Agency

Note: The following list covers a set of events typically associated to the SFCG meetings. It should not be read as requirements for the Host.

6.1   Welcome cocktail (offered by the Host)

6.2   Official SFCG dinner (offered by the Host)

6.3   The Host may want to propose tours during the weekend either organized directly by the Host or using local travel agents (at no cost to the Host). This information should be provided sufficiently in advance to organize the participants.

6.4   The Host may want to propose a visit of their facilities. This must be slotted into the meeting schedule.